



# Food Truck Permit Application

City of Greenville | OMB – Business Licensing  
(4<sup>th</sup> Floor City Hall) P.O. Box 2207 Greenville, SC 29602

## A. Business Information

Name of Business: \_\_\_\_\_ DBA if Different: \_\_\_\_\_  
Name(s) of Owner(s): \_\_\_\_\_  
Business Physical Address: \_\_\_\_\_  
Business Mailing Address: \_\_\_\_\_  
Business Website: \_\_\_\_\_ Business Email: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
Do you intend to operate on public property allowed sites? Yes ☐ No ☐ Private property sites? Yes ☐ No ☐

## B. Mobile Food Vendor Vehicle Type: (For more detailed information on mobile food vendor vehicle type see Division 4 Section 8-361 Definitions.) \*\*Note: Food Trailers are not an allowed use within the City Limits of Greenville.

☐ **Food Truck**      ☐ **Mobile Market Food Truck**      ☐ **Catering (Canteen) Truck**      ☐ **Ice Cream Truck**

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

**\*\*Note: If you have additional food trucks that will be operated within the City Limits of Greenville, include the information above for each food truck. Each food truck is required to have its own individual city decal certificate assigned to it.**

## C. Mobile Food Vendors on Private Property: (Mobile food vendors are only permitted to locate in Zoned areas C1, C2, C3, C4, RDV and S1 and shall not operate within 250 feet from the door of a lawfully established eating establishment that is actively open for business serving customers, unless a waiver has been signed by the restaurant owner. For more detailed information and restrictions see Division 4 Section 8-364)

- ☐ 1. Attach a list of all requested sites to include the property owners, phone number and physical address.
- ☐ 2. Attach the original copy of written permission for use of private property from the private property owner for each location.
- ☐ 3. Attach a detailed map of each property's parking lot to include the intended area requested for the Mobile Food Vendor Vehicle(s) to be parked. (Zoning and Fire Marshal's require information to review)

**D. Required Documents:** (Include with your application)

- ☐ Business Plan (Give a brief description of the nature of the business and goods to be sold. If available a menu may be attached)
- ☐ City of Greenville Business License Application
- ☐ Application for Background Check. (Required for owner(s) and any manager(s))
- ☐ Copy of permits required by the SC DHEC (South Carolina Depart. of Health and Environmental Control)
- ☐ Color Copy of a valid driver's license. (Required for owner(s) and any manager(s))
- ☐ A ten (10) year driving record. Certified by the South Carolina Department of Transportation or the comparable agency of any state in which the applicant has lived in the last ten years. (Required of owner(s) only)
- ☐ Two color photographs of the owner(s) taken within 30 days to the date of this filing, photographs shall be two inches by two inches in size.
- ☐ A copy of the vehicle(s) registration.
- ☐ Color photographs of the vehicle(s) interior and exterior in sufficient number to provide permitting officials a good overview of the vehicles look and design. **\*\*\*NOTE: THERE WILL BE A MANDATORY INSPECTION PERFORMED BY THE CITY OF GREENVILLE ON ALL MOBILE FOOD VENDOR TYPE VEHICLES. THE CITY FIRE MARSHALL WILL BE INSPECTING FOR FIRE CODE COMPLIANCE. THE BUSINESS LICENSE FIELD SUPERVISOR WILL INSPECT FOR GENERAL MAINTENANCE REQUIREMENT ISSUES. (SEE SECTION 8-371)**
- ☐ Proof of general liability insurance for the operation of the vehicle as a motor vehicle and the conduct of the business, if approved and the business is located on public streets or city owned property the minimum current amount is \$1,000,000.00 with the City of Greenville listed as co-insured.

**E. Fees:** (The following is a list of fees that will be required upon final approval and are due yearly (January 1) with the exception of item number 3 which is a one-time fee only)

1. Business License: (Based on revenue)
2. City Decal Certificate (Per each mobile food vendor vehicle): \$500.00
3. Inspection of Vehicle (Ice cream trucks only): \$50.00

## **DIVISION 4 MOBILE FOOD VENDOR VEHICLE**

**Sec. 8-361. – Definitions.**

**Sec. 8-362. – Required compliance with division.**

**Sec. 8-363. – Mobile food vendors on city property and right-of-ways.**

**Sec. 8-364. – Mobile food vendors on private property.**

**Sec. 8-365. – Contents of application.**

**Sec. 8-366. – Submitting false information.**

**Sec. 8-367. – Mobile food vendor city decal permits fee and display.**

**Sec. 8-368. – Contents of decal permit.**

**Sec. 8-369. – Records.**

**Sec. 8-370. – Display.**

**Sec. 8-371. – Term.**

**Sec. 8-372. – General maintenance requirements.**

**Sec. 8-373. – Inspections.**

**Sec. 8-374. – Revocation.**

### **Sec. 8-361 Definitions**

*Mobile Food Vendor* is defined as any person selling food from a mobile vehicle – this does not include a Food Trailer.

*Mobile Food Vendor Vehicle* is defined as a self-contained, motorized vehicle mounted food service unit that returns daily to its base of operations as approved by DHEC and is used for either the preparation or the sale of food products, or for both.

*Food Truck* is defined as an enclosed motor vehicle equipped with facilities for preparing, cooking and selling various types of food products.

*Food Trailer (Concession Style)* is defined as an enclosed attached or detached trailer that is equipped with facilities for preparing, cooking and selling various types of food products.

*Mobile Market Food Truck* is defined as an enclosed motor vehicle equipped with facilities for the sale of locally grown fresh produce. The produce sold is in its original form and has not been altered or cooked in any other way inconsistent with it coming fresh from the fields and/or gardens in which it was grown.

*Catering Truck* is defined as a truck, van, or similar vehicle from which the vendor offers for sale foods and beverages that are prepackaged. It serves mostly manual labor type venues (example: construction sites).

*Ice Cream Truck* is defined as a motor vehicle containing a commercial freezer and from which a vendor sells frozen prepackaged food products such as ice cream, frozen yogurt, frozen custard, flavored frozen water and similar.

### **Sec. 8-362 Required.**

It shall be unlawful for any person to engage in business as a mobile food vendor within the city without first obtaining a City of Greenville business license and mobile food vendor decal to do so. Upon being granted a business license and mobile food vendor decal the vendor must comply with the affirmative mandates and must not violate the prohibitions regarding sales, operations, locations, and restrictions contained in this division. The failure to do so may result in the revocation or suspension of the business license and decal.

At the time of application for a business license, the mobile food vendor must provide proof of general liability insurance for operation of the vehicle as a motor vehicle and the conduct of the business if the business is to be conducted on public streets or city owned property in amounts reasonably determined by the city in consultation with its risk manager. Failure to maintain this insurance will result in immediate revocation of the license.

Each licensed Mobile Food Vendor must maintain for patrons' use a litter receptacle of sufficient size to accept the litter being generated by the sales from the vendor's vehicle at the point of sales. The receptacle must be maintained in such a manner as to preclude an over flow of refuse. The city highly encourages recycling receptacles for recyclable material. Each vendor shall pick up litter which is associated with the vendor's sales in the vicinity of the vendor's mobile food vehicle prior to departing a sales location. A pattern of leaving excessive litter caused by product packaging shall be a basis of suspension or revocation of the business license.

Mobile Food Vendors shall be limited to edibles and hot and cold beverages containing no alcohol. The selling of nonfood or drink items shall limited to merchandise displaying the Mobile Food Vendor company logo and/or branding. No items may be displayed outside of the vehicle.

The licensee must provide to the city, at time of application for a business license, proof of public liability insurance in the currently required amount by the state. Failure to maintain this insurance can result in immediate revocation of the license. All Mobile Food Vendors must be self-contained and not utilize any outside power source.

Mobile Food Vendor shall prominently display the original South Carolina DHEC (Department of Health Environmental Control) food inspection report that shows a posted grade, unless exempt.

### **Sec. 8-363 Streets and public property.**

#### **A. *Ice cream trucks***

- a. Ice cream trucks must not operate within the Central Business District (CBD), unless approved by the city as part of a permitted special event or contracted with the Parks and Recreation Department.
- b. In all locations outside the CBD, ice cream trucks must remain mobile, except for periodic stops for short periods of time in order to make a sale.
- c. The allowable hours of operation are between 9:00am and one half hour before sunset, as stated for that day for the Greenville area by the National Weather Service.
- d. Ice Cream Truck may not sound any device which produces an offensive or loud noise to attract customers, and shall not use any public address system on the vehicle to broadcast or advertise products. A bell or musical recording may be sounded for a period not to exceed five minutes to announce the arrival of the vehicle at each location.

#### **B. *Food Trucks, Mobile Market Food Truck***

- a. Food Trucks and Mobile Market Food Truck are prohibited from operations on any street, sidewalk, alley, trail, or other right of way or on any city owned property, including plazas and parks, unless approved by the City as part of a permitted special event or contracted with the Parks and Recreation Department or parked in a City designated food truck parking space within the assigned dates and times.

- b. Mobile Food Truck and Mobile Market Food Trucks that are part of a permitted special event from out of town or out of state will not be required to obtain the Mobile Food Vendor decal. They will be required to obtain the SC DHEC permit and pass the general maintenance requirements.
- c. No Mobile Food Vendor shall sound any device which produces an offensive or loud noise to attract customers, and vendors shall not use any public address system on the vehicle to broadcast or advertise products.

**Sec. 8-364 Mobile food vendors on private property.**

*Food Trucks, Mobile Market Food Truck, Ice Cream Trucks and Catering Trucks*

All Mobile Food Vendors shall be subject to the following regulations in their operation on private property.

1. No Mobile Food Vendor shall operate within 250 feet from the door of a lawfully established eating establishment that is actively open for business serving customers unless the food truck vendor provides documentation that the restaurant owner supports a closer proximity. If a restaurant opens within the 250' zone after the Mobile Food Vendor has their annual decal, the Food Truck Vendor may remain in that location until the following annual permit is due at which time they would have to obtain written permission from the new restaurant owner.
2. Mobile food vendors will be only be permitted to locate in Zoned areas C1, C2, C3, C4, RDV and S1. In addition, a Mobile Food Vendor operating under this division shall submit to the city an application that must include:
  - a. The written permission from the private property owner for each location.
  - b. A list of all request sites to include the property owner and physical address.
3. No Mobile Food Vendor shall operate outside the hours of 8 A.M. to 10:00 P.M. However, a Mobile Food Vendor may apply for additional authorization to operate after 10 P.M. but under no conditions later than 1:00 A.M. the following day. At the end of each business day's operation, the vendor shall remove from the parcel the Mobile Food Vendor vehicle and all materials associated with the business.
4. No Mobile Food Vendor shall sound any device which produces an offensive or loud noise to attract customers, and vendors shall not use any public address system on the vehicle to broadcast or advertise products.
5. Catering Trucks cannot serve to the general public.

**Sec. 8-365 Contents of application.**

Applicants for a permit under this division shall file with the revenue administrator a sworn application in writing on a form to be furnished by the revenue administrator, which shall give the following information:

1. The name and a description of the applicant.
2. The applicant's permanent street address and mailing address.
3. A brief description of the nature of the business and goods to be sold.
4. Two color photographs of the applicant taken within 30 days immediately prior to the date of filing the application, photographs shall be two inches by two inches in size, showing the head and shoulders of the applicant in a clear and distinguishing manner.
5. A ten (10) year background check as to whether or not the applicant has been convicted of any criminal offense, other than a moving violation, and the punishment or penalty assessed therefor.
6. A ten (10) year Driving Record. Certified by the South Carolina Department of Transportation or the comparable agency of any state in which the applicant has lived in the last ten years.

7. A copy of the vehicle(s) registration.
8. Color photographs of the vehicle(s) interior and exterior in sufficient number to provide permitting officials to be familiar with all the exterior and interior views of the mobile food vendor vehicle. Such other relevant information as may be reasonably required by city after a review of the submission of the above material in order to assure a full review of information needed to assess the impact of the proposed operation on the health, safety, and well-being of the public.

**Sec. 8-366 Submitting false information.**

It shall be unlawful for any person to provide any false or misleading information in connection with his application for a permit required by this subdivision or to withhold relevant information otherwise required.

**Sec. 8-367 Mobile Food Vendor city decal permit fee and display.**

Each applicant upon being issued a permit under this division shall also be issued a decal which the vendor must display on the front right windshield's lower corner, or at such other location as the city in writing shall approve. There shall be due at the time of application a fee for the permit and decal in an amount set by the City Manager in a schedule of fees. When the annual permit expires on December 31 of any given year, the fee shall also be due upon the applicant submitting a renewal application.

**Sec. 8-368 Contents of decal permit.**

Each city decal permit issued under this division shall contain the signature and seal of the issuing officer and shall show the name, address and photograph of the permittee, the class of permit issued and the kind of goods to be sold thereunder, the date of issuance, and the length of time the permit shall be operative, as well as the permit number and other identifying description of any vehicle used in such business. The permit and decal are issued to a specific vendor for a specific vehicle. No vendor may transfer a permit or decal to another vendor. No vendor shall transfer a permit or decal to another vehicle owned or controlled by the same vendor. In the event the vendor acquires during a calendar year a replacement vehicle to serve the same purpose as the vehicle for which the city issued a permit and decal, then a replacement permit and decal shall be issued at a nominal fee and the original permit and decal shall become null and void, and must be returned to the city prior to the issuance of replacements.

**Sec. 8-369 Records.**

The revenue administrator shall keep a permanent record of all permits issued under this subdivision.

**Sec. 8-370 Term.**

Every permit issued under the provisions of this division shall expire December 31 each year.

**Sec. 8-371 General maintenance requirements.**

- A. All exterior body work and mechanical equipment of any mobile food truck vendor shall be maintained in good and clean condition and free of excessive wear or damage.
- B. All exterior paint work shall be maintained in good condition, free of substantial scratches, chips, rust, dents and abrasions.
- C. All windshield and window glass shall be maintained free from cracks, scratches, pitting, abrasions or any other conditions that may cause a hazard or reduce clarity of vision below the level specified by the manufacturer.
- D. Any other type of damage or possible public hazard deemed appropriate by the city inspector.

**Sec. 8-372     Inspections.**

- A. Nothing in this division shall be construed as limiting or replacing the role of South Carolina DHEC (Department of Health and Environmental Control), which has the primary task of inspecting mobile food vendors.
- B. The city inspector or his agents shall have the right, at any time, after displaying proper identification, to enter into or upon any mobile food vendor vehicle for the purpose of ascertaining whether or not any of the provisions of this division are being violated.
- C. Any Mobile Food Vendor vehicle which is found, after any city inspection, to be unsafe or in any not compliant with this division may be directed to be out of operation until the cited deficiency is corrected, and before again being placed in service shall be delivered to the inspector at a designated point for re-inspection. Every Mobile Food Vendor must institute a system of regular weekly inspections of all the vendor's Mobile Food Vendor vehicle(s) and equipment and must keep all equipment in proper repair and sanitary conditions at all times.

**Sec. 8-373     Penalties, suspension, and evocation.**

Violations of this division shall be subject to the City Code's general penalties clause of Section 1-5. The City may also issue a stop order ~~of~~ or may suspend or revoke the permit and ~~the~~ business license ~~Ordinance~~.

**Sec. 8-374     Reserved**



# BACKGROUND INVESTIGATION FORM

Date of application: \_\_\_\_\_

## **BUSINESS INFORMATION**

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **BUSINESS OWNER(s): (A separate investigation form is required for each owner. See reverse)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: \_\_\_\_\_

Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐ If yes, explain: \_\_\_\_\_

Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: \_\_\_\_\_

Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: \_\_\_\_\_

Provide a brief statement of applicant's background and employment history for the past five years: \_\_\_\_\_

## **BUSINESS INFORMATION:**

### **Manager:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### **Building Leased From:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Planned Business Hours:** Days open for business: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Does this business have an ABL License? Yes ☐ If yes, License Number: \_\_\_\_\_ No ☐ If no, does this business plan to apply for an ABL License? \_\_\_\_\_

Does this business have any coin-operated amusement machines? Yes ☐ No ☐ If yes, do you own or lease? \_\_\_\_\_

Leased from: \_\_\_\_\_ Type of machines: \_\_\_\_\_ Number of machines: \_\_\_\_\_

**\*\*\*\*\* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

**Signature (owner/applicant):** \_\_\_\_\_ **Required on each page.**

**Print Name (owner/applicant):** \_\_\_\_\_ **Required on each page.**



**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

**BUSINESS OWNER #2:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: \_\_\_\_\_Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐ If yes, explain: \_\_\_\_\_Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: \_\_\_\_\_Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: \_\_\_\_\_

Provide a brief statement of applicant's background and employment history for the past five years: \_\_\_\_\_

**BUSINESS OWNER #3:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever had a license or permit revoked, denied or suspended? Yes ☐ or No ☐ If yes, list the jurisdiction, date, and reason: \_\_\_\_\_Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No ☐ If yes, explain: \_\_\_\_\_Are there any charges (misdemeanor or felony) against you that are still pending? Yes ☐ or No ☐ If yes, list jurisdiction, date, and reason: \_\_\_\_\_Has applicant (Owner) previously owned or operated a business? Yes ☐ or No ☐ If yes, names of business and location: \_\_\_\_\_

Provide a brief statement of applicant's background and employment history for the past five years: \_\_\_\_\_

**\*\*\*\*\* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).**

Signature (owner/applicant): \_\_\_\_\_ Required on each page.

Print Name (owner/applicant): \_\_\_\_\_ Required on each page.

# Code of Laws of South Carolina

## Title 56 - Motor Vehicles

### Section 56-5-4435

#### UNIFORM ACT REGULATING TRAFFIC ON HIGHWAYS

**SECTION 56-5-4435.** Safety equipment required for motor vehicles used in vending food.

A motor vehicle which performs business in a residential or abundant housing area and makes frequent or unscheduled stops for the purpose of vendor sales of frozen dairy products or other types of snack foods must be equipped with the following safety features:

- (1) an audible alarm signal device when the vehicle is in reverse gear, but the signal must not emit an unreasonably loud or harsh sound;
- (2) signal lamps mounted on the front and on the rear as high and as widely spaced laterally as practicable, which are capable of displaying two alternately flashing red lights at the same level. These lights must have sufficient intensity to be visible at five hundred feet in normal sunlight;
- (3) an extended mirror outside on both the right and left side of the vehicle to reflect to the driver a view of the street or highway for a distance of at least two hundred feet behind the vehicle;
- (4) a rear mirror situated to provide the operator a view of the area immediately behind the vehicle; and
- (5) a swing arm located on the front and rear of the vehicle that prohibits a person from walking directly in front of or behind the vehicle. The swing arm must be engaged when the vehicle is stopped for the purpose of vending products.

This section does not apply to a vehicle that delivers or distributes foods to commercial properties or construction sites only.

**\*\*ICE CREAM TRUCKS\*\***

<b>New Businesses Must Obtain A Business License Prior To Beginning Operation.</b> <b>Business Licenses Expire December 31<sup>st</sup> Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full <u>On Or Before The Last Day Of February</u> To Avoid Penalties.</b> <b>Resident Businesses <u>Only</u>: 2% Early Discount if Paid by January 31st</b>		<div style="display: flex; justify-content: space-around; align-items: center;"> <div> <b>CITY OF GREENVILLE</b>  <b>BUSINESS LICENSE APPLICATION</b>  <b>Business License – Revenue Div. 4<sup>th</sup> Floor</b>  <b>P.O. Box 2207</b>  <b>Greenville, SC 29602</b> </div> </div>		<b>License Number</b>  <b>For the year:</b>  <b><u>JAB</u></b>																																																								
1a. City Business Category:	1b. <b>Required</b> business activity and provide NAICS Code:  <div style="text-align: center; font-weight: bold;">Food Truck -</div>	2a. Ownership: (Circle one) Corp.   Indiv.   Partn.   LLC   LLP 2b. Number of employees:																																																										
3. Street address, suite #, phone, fax number and e-mail address:	4. Minority Status Of Owner:(circle one) (For Information Purposes Only) <div style="display: flex; justify-content: space-between;"> <span>Aleut</span><span>East Indian</span></div> <div style="display: flex; justify-content: space-between;"> <span>Asian</span><span>Eskimo</span></div> <div style="display: flex; justify-content: space-between;"> <span>Black</span><span>Hispanic</span></div> <div style="display: flex; justify-content: space-between;"> <span>Caucasian Female</span><span>Native American</span></div>	5. Original Business Starting Date In The city:																																																										
6. Business name, billing address, suite #, phone, fax number and e-mail address:	8. Occupancy Permit Number :	7. Circle applicable blocks: <div style="display: flex; justify-content: space-between;"> <span>New</span><span>Renewal</span></div> <div style="display: flex; justify-content: space-between;"> <span>Ownership change</span><span>Location change</span></div> <div>Out of Business (closing date:_____)</div>																																																										
10. Commercial property owner, please include locations and tax map numbers:		11. Credit Card Authorization: ( <b>OPTIONAL</b> )      Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: _____      3 Digit "V" Code: _____      Exp. Date: _____																																																										
12. Computation of Fees: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:20%; text-align: right;">Business Gross Revenues</th> <th style="width:20%; text-align: right;">License Fee</th> </tr> </thead> <tbody> <tr> <td colspan="3"> <b>I. New Business</b> – Have you ever owned a business in the City of Greenville before?            Yes <input type="checkbox"/>   No <input type="checkbox"/>      If yes, name and location: _____         </td> </tr> <tr> <td>1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20__.</td> <td style="text-align: right;">I. 1. _____</td> <td style="text-align: right;">I. _____</td> </tr> <tr> <td>2. Calculate and enter fee based on Line I. 1.</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>II. First Time Renewals (For businesses renewing for the first year only)</b></td> </tr> <tr> <td>1. Total actual gross receipts/revenues/contracts for preceding year.</td> <td style="text-align: right;">II. 1. _____</td> <td></td> </tr> <tr> <td>2. Allowable ordinance deductions.</td> <td style="text-align: right;">2. _____</td> <td></td> </tr> <tr> <td>3. Total gross receipts from previous year (II. 1. minus II. 2).</td> <td style="text-align: right;">3. _____</td> <td></td> </tr> <tr> <td>4. Estimated gross receipts from previous year.</td> <td style="text-align: right;">4. _____</td> <td></td> </tr> <tr> <td>5. First year adjustment (indicate + or - )</td> <td style="text-align: right;">5. _____</td> <td></td> </tr> <tr> <td>6. Adjust gross receipts (add lines II. 3 and II. 5)</td> <td style="text-align: right;">6. _____</td> <td></td> </tr> <tr> <td>7. Calculate and enter fee based on II. 6. <b>All businesses must pay the base fee amount.</b></td> <td></td> <td style="text-align: right;">II. _____</td> </tr> <tr> <td colspan="3"><b>III. Existing Business:</b></td> </tr> <tr> <td>1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20__.</td> <td style="text-align: right;">III. 1. _____</td> <td></td> </tr> <tr> <td>2. Allowable ordinance deductions.</td> <td style="text-align: right;">2. _____</td> <td></td> </tr> <tr> <td>3. Total gross receipts (III.1. minus III.2.).</td> <td style="text-align: right;">3. _____</td> <td></td> </tr> <tr> <td>4. Calculate business license fee based on gross receipts in III.3.</td> <td></td> <td style="text-align: right;">III. _____</td> </tr> <tr> <td colspan="2"><b>IV. Penalties for late filing or Resident Business 2% Discount for early filing by January 31st.</b></td> <td style="text-align: right;">IV. _____</td> </tr> <tr> <td colspan="2"><b>V. Total Fees</b></td> <td style="text-align: right;">V. _____</td> </tr> </tbody> </table>					Business Gross Revenues	License Fee	<b>I. New Business</b> – Have you ever owned a business in the City of Greenville before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: _____			1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20__.	I. 1. _____	I. _____	2. Calculate and enter fee based on Line I. 1.			<b>II. First Time Renewals (For businesses renewing for the first year only)</b>			1. Total actual gross receipts/revenues/contracts for preceding year.	II. 1. _____		2. Allowable ordinance deductions.	2. _____		3. Total gross receipts from previous year (II. 1. minus II. 2).	3. _____		4. Estimated gross receipts from previous year.	4. _____		5. First year adjustment (indicate + or - )	5. _____		6. Adjust gross receipts (add lines II. 3 and II. 5)	6. _____		7. Calculate and enter fee based on II. 6. <b>All businesses must pay the base fee amount.</b>		II. _____	<b>III. Existing Business:</b>			1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20__.	III. 1. _____		2. Allowable ordinance deductions.	2. _____		3. Total gross receipts (III.1. minus III.2.).	3. _____		4. Calculate business license fee based on gross receipts in III.3.		III. _____	<b>IV. Penalties for late filing or Resident Business 2% Discount for early filing by January 31st.</b>		IV. _____	<b>V. Total Fees</b>		V. _____
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13. Does this business have an Alcohol Beverage and Licensing (ABL) license? <b>Circle:</b> Yes or No <b>Circle one:</b> Off-premise or On premise consumption. <b>Required:</b> License Number _____ Expiration Date _____ Hours of Operation _____ Does this business plan to apply for an ABL license during the coming year? <b>Circle:</b> Yes or No																																																												
14. Does this business have any coin-operated amusement machines? <b>Circle one:</b> Yes or No Do you own or lease machines? _____ If lease, from whom _____ Number of machines: _____ Number of stickers: _____ Type of machines _____																																																												
15. List names of owners, partners. Or officers of the business and their titles. (Please print): _____																																																												
16. Name of preparer: (Please print)_____ Daytime phone Number _____																																																												
This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.																																																												
Applicant's Name (Print)	Applicant's Signature	Applicant's Business Name	Date																																																									

## INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

### PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505

### RENEWAL INFORMATION:

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**

### DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES:

- **NEW** business applications, with payment in full, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the U.S. Postal Service, **on or before the last day of February of each year**. A penalty will be assessed as of March 1<sup>st</sup> for each additional month, or portion thereof that the tax remains unpaid.
- **RESIDENT BUSINESSES 2% EARLY DISCOUNT.** For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax. **(NEW)**

### COMPLETION OF THE APPLICATION:

- Please **complete in full**. Do not leave any items blank.
- Print clearly or type all information.
- This application will **not** be processed unless all requested information is provided.

### IMPORTANT NOTES TO REMEMBER:

A resident business located **within** the City limits must report all gross revenues, whether derived from within or outside the City limits. The reported gross revenue must correspond with the records of the business and with the returns filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

**Allowable Ordinance Deductions:** Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.

A non-resident business located **outside** the City must report all gross revenues earned **within** the City limits only.

#### **I. New Business complete this section:**

1. A **New resident** business must provide an estimate of total gross revenue/sales/receipts/contracts from the time of opening to December 31. A **New non-resident** business must provide an estimate of gross revenue/sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

#### **II. Businesses renewing for the first time, complete this section.**

1. Report the actual gross revenues from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross revenues from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross revenues for the first year of operation.
5. This is the difference in the actual and estimated gross revenues from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross revenue amount.
7. Calculate the Business License tax based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

#### **III. Existing Business, after 2<sup>nd</sup> year of operation, complete this section.**

1. All gross revenues earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross revenues amount (line III.1. minus line III.2.).
4. Calculate the Business License tax based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

#### **IV. PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES**

- (A) Penalties are due if the taxes for a **new business license** are not paid prior to opening or beginning operation/business in the City. No proration of the license tax will be given to new resident businesses who fail to file prior to opening. Penalties are due on **renewal business license's** if they are not paid in full and postmarked by the U.S. Postal Service, on or before the last day of February.

##### New Business Penalties

10% if not filed prior to beginning operation in the City.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty is 50%.

##### Renewal Penalties

10% if filed or postmarked on March 1st.  
10% additional for each month thereafter, until paid  
Maximum annual penalty is 50%.

All penalties are a percentage of, and are added to, the license tax.

- (B) For resident businesses only that are in "good standing" with the City Code, there will be a 2% discount allowed to be deducted off the calculated renewal business license tax remitted. **(NEW)**

**Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.**

#### **V. Enter total tax, plus penalties or minus 2% early discount, if applicable.**

**Note:** All appropriate state licensing is required prior to obtaining a City business license.

**A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.**

**CITY OF GREENVILLE**  
**2015 BUSINESS LICENSE FEES**  
**(864) 467-4505**  
**FAX (864) 467-5715**

***New Resident Business License taxes*** are calculated on an estimate of gross revenue from the time you begin operation until December 31, and the rates are shown below. The base fee (\$135) is prorated quarterly, depending on the starting date. Proration is not allowed if the business opened prior to obtaining a Business License.

***Businesses renewing for the first time*** must make an adjustment to their estimated gross revenues from the previous year. The Business License tax will be based on the actual gross revenues from the prior year plus or minus the adjustment. All businesses must pay at least the base fee amount.

***Renewal License taxes*** are calculated on the gross revenue for the year ended December 31, **2014**, or the fiscal year ended in **2014**.

**A.        *Resident Business*** License taxes are calculated as follows:

\$135.00 on the first \$2,000 gross receipts/revenues (base fee)  
\$1.75 per \$1,000 or portion thereof in excess of \$2,000

***New Nonresident Business License taxes*** are calculated on an estimate of gross revenue to be earned in the City from the time you begin operation in the City until December 31. The rates are shown below.

***Nonresident Renewal*** License taxes are calculated on the gross revenue earned within the City of Greenville during the year ended December 31, **2014**.

**B.        *Nonresident Business*** License taxes are calculated as follows:

\$270.00 on the first \$2,000 gross receipts/revenues earned in the City (base fee)  
\$3.50 per \$1,000 or portion thereof in excess of \$2,000

***Penalties:***

Business Licenses expire December 31<sup>st</sup> each year. Business License renewal taxes are due and payable on or before the last day of February. Renewal Business License Applications must be postmarked, by the U.S. Postal Service, the last day of February to avoid penalties. New businesses must apply for their license prior to beginning business in the City to avoid penalties. These penalties are a percentage of and added to the Business License fee.

**New Business Penalties**

10% if not filed prior to beginning operation in the City.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty is 50%.

**Renewal Penalties**

10% if filed or postmarked March 1st.  
10% additional for each month thereafter, until paid.  
Maximum annual penalty is 50%.

**Note:** If you have an ABL license please include the hours of operation and the ABL license number and expiration date (item #13). Failure to complete this section may result in delays in processing your 2013 Business License